

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF HAWAII**

**GUIDE TO COURTROOM TECHNOLOGIES  
AND PROCEDURES FOR THEIR USE**



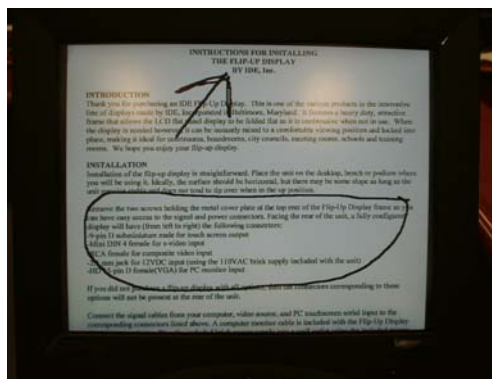
**Bankruptcy Courtroom  
1132 Bishop St. Suite 250-L  
Honolulu, Hawaii**

**INTRODUCTION**

The Bankruptcy Court for the District of Hawaii has recently upgraded the technologies available in its courtroom. The courtroom now has a state of the art digital recording system, an evidence presentation system that will permit presentation of evidence and illustrative aids in a variety of formats, and video-conferencing capability. These new technologies will permit attorneys to present evidence and arguments using a much greater range of presentation aids than in the past, and will permit the court to provide acoustically accurate recordings of court proceedings in a digital format. The new system will make it relatively simple for court employees or attorneys to find previously noted reference points in the proceedings. This guide is intended to explain the basic features of the available technologies and to give general guidance on the manner in which such technologies can be used in hearings and trials before the court.

## DIGITAL AUDIO RECORDING

FTR Gold™ is our new digital courtroom reporting system. This application has sound reproduction capability far superior to the former analog tape system. With FTR Player Plus™ software, available as a free download from [www.ftrgold.com](http://www.ftrgold.com), the listener can navigate through the recording by using real time references noted by the user at the hearing.



The audio record of all hearings held beginning in May, 2002 is available on CD in the FTR Player Plus format, in a PC Audio format or in a Generic Audio format. A CD in the FTR format can hold approximately 850 minutes of a hearing. The cost of a CD is \$20.00. Tapes from hearings conducted prior to May, 2002 are available at a cost of \$20.00 per tape. Requests for either CD's or tapes of hearings may be made on forms available at the Clerk's office or on the court's web page: [www.hib.uscourts.gov](http://www.hib.uscourts.gov)

## EVIDENCE PRESENTATION

Attorneys are now able to present evidence and illustrative aids in formats which were previously unavailable. The court has installed LCD monitors on the judge's and courtroom deputy's benches, on the witness box, the lectern and on both counsel tables. These monitors can display video and graphic files from a number of sources: the court's local area network, a document camera, a VCR, laptop computers and from the video conferencing system. °

**Document camera:** Parties can place documents on the document camera located on the right side of the lectern. The document camera looks and functions much like an overhead projector, except that the images are displayed on the monitors rather than projected on a screen. Both the attorney at the lectern and the witness can make visible annotations on the document image by using the <sup>3</sup> touch screen feature installed on those monitors.

**VCR:** A video cassette player is mounted at the lectern.

**Laptop Computers:** The lectern and each of the counsel tables have been equipped with computer interface panels. Counsel can present digital images, such as computer generated slide shows and digital photographs, by connecting a laptop computer to the evidence presentation system using a standard VGA cable. There is a separate input jack for a standard 3.5mm audio cable. This cable will plug into the headphone connector on a laptop or another audio output device. The panel also contains RCA type connectors for other types of video output devices as well as a 110 volt power outlet.



## **COURTROOM PROCEDURES**

Parties may only use the equipment if they (1) seek permission to do so at least one week in advance of the hearing or trial, (2) satisfactorily complete an informal training session in the use of the equipment, and (3) test the presentation on the court's equipment prior to the hearing or trial. Please contact the courtroom deputy, Oriette Vegas (or, in her absence, the ECR operator, Neal Maeshiro), at (808) 522-8100 ext. 111 or by email at [calendar@hib.uscourts.gov](mailto:calendar@hib.uscourts.gov). Parties who use the equipment to present



evidence or illustrative aids must provide digital copies of the presentation to the opposing counsel or parties in its native file format on a CD or diskette, must include the material to be presented in their list of exhibits, and must provide hard copies of the presentation in their exhibit book.

## **VIDEO CONFERENCING**

The court has installed a new system to permit persons to appear at hearings and trials by video conference. The video images will appear on all of the monitors in the courtroom.

The video conferencing system is a standards based system which will permit persons to appear using a wide range of video conferencing systems.

The court will routinely permit counsel to appear and argue by video conference. Counsel must call Ms. Vegas or, in her absence, Mr. Maeshiro, at least one week in advance of the hearing or trial.

The court will permit witnesses to testify by video conference only in extraordinary circumstances and only upon motion to the court with notice to all parties who may participate in the hearing.

Ordinarily, the court will not charge a fee for use of the video conferencing equipment. However, if a video conference results in the imposition of unusual charges on the judiciary, then the party seeking permission for video conferencing may be required to bear these costs.

## **OFFICIAL RECORD**

The official record of a proceeding will continue to be the audio recording of the proceeding and any admitted physical evidence. The court will not record any visual display, presentation, annotation or video conference. Counsel must provide hard copies of such items for inclusion in the official record.

## **TRAINING**

The court will provide training to persons who wish to learn more about the various systems outlined in this pamphlet. Call Ms. Vegas or send an email message to the court as indicated below.

## **FURTHER INFORMATION**

General information number: 522-8100  
Courtroom deputy: 522-8100 ext. 111  
Email to Clerk: [Mark@hib.uscourts.gov](mailto:Mark@hib.uscourts.gov)  
Email to courtroom deputy: [Calendar@hib.uscourts.gov](mailto:Calendar@hib.uscourts.gov)